



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Destruction of Certain Human Resources Records

MEETING DATE: Wednesday, January 19, 2000

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: That the City Council approve the destruction of the hereinafter listed City of Lodi records.

BACKGROUND INFORMATION: In accordance with Government Code, Section 34090, permission is requested to destroy the following obsolete City records:

1. Personnel employment records of separated full-time employees (over 5 years old).*
2. Applications for employment from expired eligible lists (over 2 years old).
3. Examination files (over 5 years).
4. General Liability files (over 5 years).
5. Workers Compensation files (over 5 years).

* Microfilm copy of records will be kept.

FUNDING: None Required.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joanne M. Narloch".

Joanne M. Narloch, Human Resources Director

cc: City Attorney

APPROVED: _____

A handwritten signature in cursive script, appearing to read "H. Dixon Flynn".
H. Dixon Flynn -- City Manager

RESOLUTION NO. 2000-09

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING DESTRUCTION OF CERTAIN
RECORDS RETAINED BY HUMAN RESOURCES

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Human Resources Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: January 19, 2000

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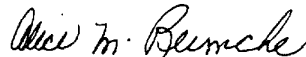
I hereby certify that Resolution No. 2000-09 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 19, 2000, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Land, Nakanishi,
Pennino and Land (Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


ALICE M. REIMCHE
City Clerk

2000-09

EXHIBIT A

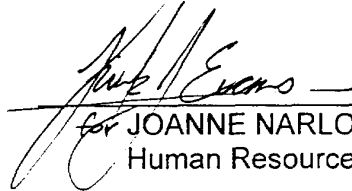
INVENTORY OF CERTAIN RECORDS RETAINED BY THE HUMAN
RESOURCES DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT
TO GOVERNMENT CODE SECTION 34090

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- 1.) Personnel employment records of separated full-time employees (over 5 years old).*
- 2.) Applications for employment from expired eligible lists (over 2 years old).
- 3.) Examination files (over 5 years old).
- 4.) General Liability files over 5 years).
- 5.) Workers Compensation files (over 5 years).

* Microfilm copy of records will be retained.

Dated: 1/20/2000


for JOANNE NARLOCH
Human Resources Director

APPROVED FOR DESTRUCTION:


RANDALL A. HAYS
City Attorney
City of Lodi

Dated: 1-20-2000